

## **STAFF LIBRARIAN**

Location: O'Connell (East) Branch

Reports to: Branch Manager

Summary: Using basic library techniques and skills under the general supervision of the professional librarian, performs circulation, programming and other relevant duties relating to branch children's services.

### **General Responsibilities:**

Assists children and other patrons to find books and information.

Answers routine reference questions; provides basic reader's advisory service.

Conducts story hours, book talks, and other children's programming (films, crafts, puppets, etc.)

Under the guidance of the Branch Manager, selects children's books and materials based on review tools, patron requests, and/or personal knowledge.

Maintains orderliness and neatness in the children's area; shelves books and reads shelves as necessary.

### **Special Tasks: (May be assigned one or more of the following:)**

Assisting in library instruction/orientation for children's groups and individuals.

Preparing book lists and maintaining picture and/or pamphlet files.

Operating audio/visual equipment in the presentation of library programs.

Keeping records and preparing periodic reports of activities and statistics.

Assisting in public relations efforts of the branch by taking an active role in acquainting neighborhood schools and the branch community in general with available children's services.

Attending system-wide meetings of children's librarians for in-service training and/or to plan and implement system-wide programs.

Any other duties required by the Branch Manager for the good of the library.

**Required Knowledge, Skills and Abilities:**

Working knowledge of children's literature, materials, and programming.

Basic knowledge of library techniques.

Good organization and planning skills so that programs will be appropriate for age level and capabilities of target audience.

Resourcefulness. Tact. Patience. Initiative. Enthusiasm. Maturity. Communication skills.

Adaptability and dependability to work well in a team situation, and flexibility in emergency staff situations.

**Physical Demands:**

Physical agility and stamina to lift and move library materials. This position requires a high degree of energy and a considerable amount of physical activity (stooping, bending, reaching, standing, etc.).

**Schedule:**

The work week is 37.5 hours. The schedule requires a five day work week including evenings and weekends.

**Acceptable Experience and/or Training:**

Experience in providing direct service to children in a library or educational setting.

A master's degree from an accredited school of library science. In exceptional instances, specialized education, training, and/or experience may be substituted for part of the educational requirement.

**Salary:           \$19.00 - \$21.80 per hr**

**APPLY TO: City of Cambridge  
Personnel Department, Room 309  
795 Massachusetts Avenue  
Cambridge, MA 02139  
Please send 2 copies each of cover letter & resume  
Fax: 617-349-4312  
employment@ci.cambridge.ma.us**